

EXPERIENCE

**PROFESSIONAL STAFF - *House Committee on Natural Resources Chair Raúl M. Grijalva*
*Washington, D.C. — 01/2019- Present***

- Served Chairman Grijalva to form an inclusive, transparent, community-led and driven bill drafting process which created *H.R-5986 The Environmental Justice for All Act*
- Assisted with the preparation and execution of the Full Committee Legislative hearing for *H.R-5986 The Environmental Justice for All Act*
- Directed Chair Grijalva's *Environmental Justice Now Tour* for a virtual-tour of the 5 most polluted communities in the United States
- Had a central role in the planning and execution of Chair Grijalva and Rep. McEachin's historic *Congressional Convening on Environmental Justice*
- Developed relationships with social media influencers to create marketing content for *H.R-5986 The Environmental Justice for All Act*
- Developed valuable relationships with Environmental Justice frontline communities, leaders, and scholars
- Managed "Environmental Justice Stakeholder Update call" to inform frontline communities of the latest congressional actions related to environmental justice
- Cultivated an in-depth knowledge of Committee, House, and Senate procedures
- Spurred the creation of an Environmental Justice resource center on the Committee website
- Monitored climate change legislation, reports, and agency rule changes to research consequences to frontline communities
- Collaborated with the Select Committee on Climate Crisis, Energy and Commerce, Transportation and Infrastructure, and Ethics House Committees

**OUTREACH ASSOCIATE - *House Committee on Natural Resources Chair Raúl M. Grijalva*
*Washington, D.C. — 12/2018- 01/2019***

- Advanced Chair Grijalva's legislative agenda by collaborating with communication and legislative teams to execute over 40 stakeholder forums, roundtables and events
- Researched and drafted memos and remarks for Chairman Grijalva prior to events
- Elevated freshman congressional member's profiles by planning requested forums, roundtables and special events
- Conducted targeted research to identify the best nonprofits to advance Chairman Grijalva's legislative agenda
- Development of online resources, research papers and content to educate the public on Chairman Grijalva's Environmental Justice Initiative
- Maintained Committee contact database containing over 2000 Environmental non-profits, private business, and community stakeholders.
- Elicited Member co-sponsorship for official letters such as asking the Trump Administration to cease construction of the Dakota Access Pipeline
- Executed outreach strategies to elicit stakeholder information to expand Committee contact database

- Revamped and distributed weekly newsletter to congressional staff, stakeholders, and constituents outlining Committee activities
- Translated documents into Spanish

STAFF ASSISTANT - *House Committee on Natural Resources Chair Raúl M. Grijalva*
Washington, D.C. — 09/2018- 12/2018

- Prepared for legislative and oversight hearings by conducting witness research, writing witness testimony summaries, gathering Member signatures, and mailing witness invitations and thank-you letters
- Directly translated for the professor from the University of Puerto Rico during official hearing
- Organized briefings to educate staff on issues impacting Indigenous Peoples of the United States
- Collected then organized public comments from Puerto Rico listening sessions
- Prepared materials for coders such as, agendas, name plate cards, and invitations
- Assisted Committee to successfully transition from minority to majority staff by on-boarding and training Policy Aids during transition and coordinated logistics for office relocations
- Printed and distributed bill amendments to each Committee Member during mark ups
- Drafted over 150 tweets for Natural Resources LWCF social media campaign
- Created a new intern training manual and hiring process to increase intern class diversity
- Established professional development course to prepare interns for job placement
- Maintained front desk to greet guests, answer phones, collect mail, gather signatures, and answer questions

EDUCATION

UNIVERSITY OF CALIFORNIA, SANTA BARBARA - June 2018
Bachelor's Degree in Communication Studies with an emphasis in Political Science

EAST LOS ANGELES COMMUNITY COLLEGE - June 2016
Associates degree in Theatre Stage-Management

SKILLS

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| • Bilingual-fluent in Spanish | • Federal Registrar |
| • Adobe Photoshop | • Microsoft office suite |
| • Canva | • Google office suite |
| • Photography | • I-Constituent |
| • MailChimp | • PopVox |
| • Facebook, Instagram, Twitter, Medium | • EPA EJ screen |
| • Congressional Research Service | • CA EJ Screen |
| • Congress.gov | • Guidestar |